



Para Pro

Supporting the Instructional Process

Instructional Assistants (IA)

Teacher Aides (TA)

Classroom Support Staff

Duty Supervisors

Paraprofessionals

Educational Assistants (EA)

Paraeducators

Randy Sprick

Mickey Garrison

Lisa Howard



Table of Contents

<i>Introduction</i>	1
<i>Chapter 1: Understanding the Basics</i>	5
Task 1: Remember the “bare essentials.”	7
Task 2: Understand the hierarchy of authority in your school.	9
Task 3: Present yourself in a professional manner.	13
Task 4: Treat everyone in the school with dignity and respect.	17
Task 5: Be aware of some basic school-based legal issues.	21
Activities	24
<i>Chapter 2: Being Part of the School Team</i>	27
Task 1: Demonstrate a positive attitude.	29
Task 2: Use effective communication strategies.	33
Task 3: Respect confidentiality.	39
Task 4: Deal with disagreements productively.	43
Task 5: Be responsible when it comes to meetings, workshops, and classes. . .	49
Activities	50
<i>Chapter 3: Managing Student Behavior</i>	55
Task 1: Become familiar with some basic concepts related to behavior.	57
Task 2: Be clear about what is expected of the students and what is expected of you.	63
Task 3: Actively monitor student behavior.	69
Task 4: Reinforce responsible student behavior.	73
Task 5: Respond to irresponsible student behavior in ways that will help students learn to behave more responsibly.	79
Task 6: Understand some basic concepts related to information-based decision-making.	85
Task 7: Prevent (and/or deal effectively with) student non-compliance.	91
Activities	97

<i>Chapter 4: Supervising Common Areas</i>	101
Task 1: Know the procedures and expectations for each common area you supervise.	103
Task 2: Know how to effectively supervise any common area for which you have responsibility.	107
Task 3: Be aware of specific management tips that apply to: the cafeteria, the playground, and the hallways and restrooms.	113
Activities	118
<i>Chapter 5: Working With Small Groups</i>	123
Task 1: Know the procedures, materials, and what is expected of you.	125
Task 2: Know the behavioral expectations for students.	133
Task 3: Teach the behavioral expectations to students (as needed).	139
Task 4: Use effective instructional techniques.	143
Task 5: Manage student behavior effectively.	147
Activities	152
<i>Chapter 6: Supervising Independent Work Periods</i>	157
Task 1: Be clear about the expectations for students and the expectations for you.	159
Task 2: Manage independent work periods effectively.	167
Activities	172
<i>Chapter 7: Working With an Individual Student</i>	177
Task 1: Understand your role as part of the team that will help the student become as independent as possible.	179
Task 2: Get relevant background information about the student.	183
Task 3: Be clear about what is expected of the student and what is expected of you in all situations.	187
Task 4: Interact productively with the student.	191
Task 5: Interact appropriately with the student's family.	195
Activities	201